

Climate Change Solutions Fund

ONLINE APPLICATION INSTRUCTIONS

- 1) **All application materials must be submitted online via:** <https://rauschenbergfoundation.submittable.com/submit>. We will not be able to review applications sent via email, snail mail, or any other method.
- 2) **Each applicant can only submit one application.** If you submit more than one, the foundation will use its discretion to determine which application to review.
- 3) **The online application will ask you to create a unique login ID (i.e. username and password).** Individual applications are assigned to one account and cannot be edited by others unless the login ID is shared. If multiple people will create application materials, this is especially important to note.
- 4) **Although you can save drafts of your application online, you may find it helpful to prepare responses in advance** and then input them into the online application. Below you will find an Online Application Checklist and Worksheet that previews the application components and questions.
- 5) **We encourage you to consult the program's [Grant Guidelines](#) and [Program Overview](#)** in order to put together a compelling application.

Key Dates & Selection Process

The application process has two stages: all eligible applicants are invited to submit an initial letter of interest. Select applicants will be invited to submit a full proposal. Please make note of the key dates and times in the process:

December 22, 2014 / 5pm EDT

Initial Letters of Interest due

February 3, 2015

Invitations to submit full proposals sent

March 5, 2015 / 5pm EDT

Full proposals due

Week of May 11, 2015

Applicants notified of final decisions

Online Application Checklist



All materials must be submitted using the foundation's [online application portal](#). All eligible applicants are invited to submit a Letter of Interest. Only finalists will be asked to submit a Full Proposal. Feel free to use this list to ensure that your application is complete:

Stage 1: Letter of Interest

- ☐ Project narrative
- ☐ IRS determination letter OR
fiscal sponsor agreement/MOU + fiscal sponsor's IRS determination letter
- ☐ Project Team Bios
- ☐ Work samples

Stage 2: Full Proposal (by invitation)

- ☐ Project Plan
- ☐ Project Budget
- ☐ Organization's financial statements
- ☐ Partner letter(s), if applicable

Online Application Worksheet

SECTION 1. ORGANIZATIONAL INFORMATION

In this section, you will be asked to share the following:

☐ **Name of Applicant Organization**

Please provide the name of your organization.

☐ **Primary Contact information (email, mailing address, phone)**

For these questions, please provide the contact information of the primary contact person for this application. This information should allow us to quickly reach you, in case we have questions or otherwise need to be in touch. Sharing your twitter handle is optional.

☐ **Organization Mission and Vision (250 words max)**

Succinctly describe the purpose of your organization.

☐ **Start/End Dates of Fiscal Year**

In which month does your fiscal year begin; in which month does it end?

☐ **Annual Budget (Next Fiscal Year):**

How much will your expenses be next fiscal year?

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☐ **Annual Budget (Current Fiscal Year):**

How much are your expenses in this fiscal year?

☐ **Major Donors**

Please provide a summary list of major sources of contributed revenue in the current fiscal year.

☐ **Full-Time Staff**

How many full time staff does your organization employ?

☐ **Part-Time Staff & Contractors**

How many people are part-time or contract workers at your organization?

SECTION 2. PROJECT INFORMATION

For answers to the narrative questions below, you will be asked to enter responses directly into the online application rather than uploading an attachment. Please consider creating your responses in advance for spell checking, proofreading, etc.

**TIP: It is very difficult to format text that is input directly into the online application. If possible, try to avoid nested lists.*

☐ **Requested grant amount (\$)**

You can apply for up to \$150,000.

☐ **Requested grant term (# of months)**

The grant period can be 12 months (one year) or 24 months (two years)

☐ **Stage of Development: "At what stage is the proposed work?"**

You will be asked to select whether your project is best described as "testing or launching new work" or "sustaining and growing successful efforts." Please choose the option that feels most appropriate.

☐ **Project Summary (150 words or less)**

Succinctly describe your proposed project.

☐ **Project Description (750 words or less)**

Please provide a brief but robust description of the proposed project. The following prompts/questions may be helpful for you to consider:

- What are the project's desired outcomes – whether they are environmental, social, cultural, policy-related, or all of the above?
- How will you determine the success of your efforts?
- What role do civic engagement and/or cultural strategies play in this project?
- What is your experience in deploying culture, creativity, or mobilizing a broad base of people to achieve your climate related goals?

SECTION 3. ATTACHMENTS

In this section, you will be asked to provide supplementary materials. Please review the instructions carefully, particularly for sharing work samples.

☐ **IRS Determination (can upload multiple documents)**

If the applicant is a 501(c)3, please include your IRS tax determination letter. If the applicant is a fiscally sponsored project, please include 1) a fiscal sponsor agreement/Memorandum of Understanding between you and your fiscal sponsor; and 2) your fiscal sponsor's IRS tax determination letter
(Acceptable formats: .pdf, .doc, .docx)

☐ **Project Team Bios (single attachment)**

Please provide a document that contains brief bios for key members of the project team.
(Acceptable formats: .pdf, .doc, .docx)

☐ **Work Samples (maximum of 3)**

To better understand your efforts to date, please provide up to three examples of the work of the primary applicant organization and its core partners. These samples should support your Project Description.

Consider providing photo and/or video documentation that illustrates your work and its impact, as well as any reports, writings, media coverage, or other collateral that you generated.

If artists or other cultural partners are engaged as leaders in the project, please provide work samples that illuminate their practice.

For each work sample, you will be able to upload a file OR provide a link, but not both. For each of your work samples, you will see the following fields:

Caption (required): Please provide a very short description of the work sample (e.g., Title, year). Each audio or video sample should be no longer than 2 minutes. If you want to provide an excerpt from a longer piece, please indicate

that here and provide a timestamp for audio or video files longer than 2 minutes (e.g. "Start at 1:05"). We will review for two minutes beginning at that point.

Upload: Use this space to upload work samples. Acceptable formats include: Documents (.doc .docx .pdf), Photos (.jpg .tiff .gif .png), Audio (.mp3 .wav). The online application will only allow you to upload a file that is in one of these accepted formats.

For each creative writing work sample, please provide a single document containing a portion of a larger (body of) work. Each poetry work sample should include no more than 5 poems. Excerpts from plays should comprise one strong scene, not to exceed 25 pages. Other fiction and non-fiction work samples should not exceed 10 pages.

Each visual, craft, and object-based work sample may include up to 4 high-resolution photos of the work – i.e. up to 4 photos per work sample.

If written reports are longer than 10 pages, please provide executive summaries.

Link: Use this field to provide urls for video or audio work samples located on the web. For video, please provide a YouTube or Vimeo link. For audio, please provide a Sound Cloud link. **TIP: This is the preferred method for sharing audio files and the only method for sharing videos due to their large size.*

Vimeo Password (if needed): Use this field if your Vimeo account is private and requires a password to view your work sample.

Example:

Work Sample #1

Caption: Excerpt from *Awakened Again*, 2012. Start at 1:02

Upload: [field left blank]

Link: http://vimeo.com/myvideo_123

Vimeo password (if needed): 12345

Work Sample #2

Caption: Executive summary of report *Millennials Mobilizing for Climate Action*

Upload: MMCA_Exec Summary.pdf

Link: [field left blank]

Vimeo password (if needed): [field left blank]